

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Delaware County Housing Authority

PHA Number: Pa023

PHA Fiscal Year Beginning: (mm/yyyy) April 1, 2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☒ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**DCHA'S AGENCY PLAN AND
ATTACHMENTS ARE ON
DISPLAY TO THE PUBLIC.
PLEASE SEE JACKIE MILELR IN
THE EXECUTIVE OFFICE TO
VIEW THE PLAN.**

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- X The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- X The PHA's mission is: (state mission here)

Mission Statement

Delaware County Housing Authority's Mission is to provide well maintained safe housing while honoring a commitment to enhance the quality of life within our community and for our clients.

Values

Dedicated to helping others
Customer relationships through confidence and trust.
Honor and integrity in our organization
Achieve Excellent Customer Satisfaction

SEE ATTACHMENT PA023iii01 FOR DCHA'S PROGRESS ON MISSION AND GOALS.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
X Apply for additional rental vouchers:
X Reduce public housing vacancies:
X Leverage private or other public funds to create additional housing opportunities:
X Acquire or build units or developments
☐ Other (list below)

- ☐ PHA Goal: Improve the quality of assisted housing
Objectives:
X Improve public housing management: (PHAS score)
X Improve voucher management: (SEMAP score)
X Increase customer satisfaction:
☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
X Renovate or modernize public housing units:
X Demolish or dispose of obsolete public housing:
X Provide replacement public housing:
X Provide replacement vouchers:

A FAMILY RESIDING IN AN AREA DELCAIRED BY A
FEDEREAL GOVERNMENT AS A FEDERAL DISASTER UNDER
SPECIAL ADMISSIONS WILL BE PROVIDED A HOUSING
VOUCHER

- X Other: (list below)

21 Relocation Vouchers

- X PHA Goal: Increase assisted housing choices
Objectives:
X Provide voucher mobility counseling:

DCHA IS PARTICIPATING IN THE REGIONAL OPPORUTNITY
COUNSELING PROGRAM (ROC) WITH THE PHILADELPHIA
HOUSING AUTHORITY BEING THE LEAD HOUSING
AUTHORITY

- X Conduct outreach efforts to potential voucher landlords
X Increase voucher payment standards
X Implement voucher homeownership program:

- X Implement public housing or other homeownership programs:

DCHA HAS AHD A HOMEOWNERSHIP PLAN IN AFFECT SINCE MAY OF 1997 AND WILL SEEK TO EXPAND AFFORDABLE HOMEOWNERSHIP OPPORUTNITIES THRU ITS OWN PROGRAMS AND WITH DELAWARE COUNTY HOUSING DEVELOPMENT CORPORATION AND DELAWARE COUNTY HOMEOWNERSHIPAND CREDIT COUNSELING, INC.

DCHA PLANS TO IMPLEMENT THE SECTION 8 HOMEOWNERSHIP PROGRAM IN ACCORDANCE WITH ITS ADMINISTRATIVE PLAN ATTACHMENT PA023z01. SEE ALSO THE ONE PAGE CAPACITY STATEMENT ATTACHMENT PA023xx01.

- X Implement public housing site-based waiting lists:

SITE BASED WAITING LISTS ARE AN INTEGRAL PART OF ATTRACTING PRIVATE INVESTMENT IN PUBLIC HOUSING.

- ☐ Convert public housing to vouchers:
X Other: (list below)

DCHA HAS ENCOURAGED FAMILY SELF SUFFICIENCY PARTICIPATION AND HAS WORKED WITH THE DELAWARE COUNTY HOUSING DEVELOPMENT CORPORATION AND THE DELAWARE COUNTY HOUSING AND CREDIT COUNSELING INC. TO INCREASE ASSISTED HOUSING CHOICES. DCHA WILL EPAND ITS FSS PROGRAM AS INDICATED IN ATTACHMENT PA023jj01.

HUD Strategic Goal: Improve community quality of life and economic vitality

- X PHA Goal: Provide an improved living environment

Objectives:

- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
X Implement public housing security improvements:

THROUGH THE PUBLIC HOUSING DRUG ELIMINATION PROGRAM SINCE FEBRUARY 1997.

- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:

THROUGH THE JOB BANK AND CAREER CENTER AND FAMILY SELF SUFFICIENCY COUNSELING.

- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.

ROSS GRANT FOR THE ELDERLY AND PERSONS WITH DISABILITIES

Services which will assist this population in maintaining independent living status will include: nutritional meals; personal assistance; housekeeping; transportation services for doctor visits; food shopping, etc.; financial assistance for services not covered by other funding sources; emergency response systems; medication monitoring; and non-medical congregate services which includes wellness programs as health education and preventive health screening.

ROSS Grant for Family Economic Development and Supportive Services. This grant addressed those needs and issues that have hindered the ability of our residents to leave the public housing system within a reasonable period of time.

We have written to HUD and requested an extension of this grant until June 30, 2001. Also requested a revision of the funds so that we can continue our training with Goodwill and the other agencies providing those training programs.

The overall impact of our EDSS program will not only be measured by the numbers of results but also by the manner in which our clients respond to the services and benefit by their availability.

Supportive Housing Program Statement

Delaware County Housing Authority in collaboration with Horizon House has obtained Supportive Housing Funds to obtain and rehabilitate four properties to provide housing for mentally disabled homeless individuals.

☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

STATED IS DCHA POLICIES

- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

DCHA WILL ADMINISTER THE S8 MAINSTREAM FUNDING AND WILL BE WORKING WITH THE FREEDOM VALLEY DISABILITY ENABLEMENT INCORPORATION TO AID IN THE PROVISION OF SUPPORT SERVICES TO INCLUDE:

ASSISTING TO IDENTIFY VOUCHER ELIGIBLE APPLICANTS.

ASSISTING POTENTIAL VOUCHER RECIPIENTS IN LOCATING THE APPROPRIATEHOUSING.

IF MODIFICATIONS TO THE RESIDENCE ARE NEEDED, ASSISTING RECIPIENTS IN FINDING THE APPROPRIATE ASSISTIVE TECHNOLOGY, INSTALLATION (I.E. A RAMP AND THE BUILDER/INSTALLER) AND NECESSARY FUNDING, AND

ASSISTING POTENTIAL RECIPIENTS IN IDENTIFYING AND
COORDINATING OTHER APPROPRIATE SUPPORT SERVICES.

SEE ATTACHMENT PA023s01 REASONABLE
ACCOMMODATIONS POLICY.

DCHA MAINTAINS 35 ACCESSIBLE UNITS IN ITS HOUSING
INVENTORY

☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

DCHA IS CONTINUING IT'S LONGSTANDING RELATIONSHIP WITH A VARIETY OF COUNTY AGENCIES REPRESENTING "SPECIAL NEEDS" POPULATIONS INCLUDING THE MENTALLY AND PHYSICALLY HANDICAPPED/DISABLED, PERSONS WITH HIV AND AIDS, THE HOMELESS, PERSONS IN DRUG AND ALCOHOL TREATMENT PROGRAMS AND VICTIMS OF DOMESTIC VIOLENCE. DCHA WILL CONTINUE TO EXPAND HOUSING OPPORTUNITIES FOR THESE GROUPS THROUGH REFERRALS FROM ADVOCATE GROUPS AND TARGETING OF ASSISTANCE IN EXISTING ASSISTED HOUSING PROGRAMS. CASE MANAGEMENT BY THESE ADVOCATES IS AN INTEGRAL PART OF THESE HOUSING OPPORTUNITIES.

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

NOT REQUIRED

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 - 1. Housing Needs
 - 2. Financial Resources
 - 3. Policies on Eligibility, Selection and Admissions
 - 4. Rent Determination Policies
 - 5. Operations and Management Policies
 - 6. Grievance Procedures
 - 7. Capital Improvement Needs
 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs

13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment.

Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- X Admissions Policy for Deconcentration
- X FY 2001 Capital Fund Program Annual Statement
- X Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) – Attachment PA023jjj01.

Optional Attachments:

- X PHA Management Organizational Chart
- X FY 2001 Capital Fund Program 5 Year Action Plan
- X Public Housing Drug Elimination Program (PHDEP) Plan

SEE ATTACHMENT PA023a01 PUBLIC HOUSING DRUG
ELIMINATION PROGRAM PLAN.

- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of	5 Year and Annual

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Consistency with the Consolidated Plan	Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) MIXED FINANCE PROPOSAL PA 23-2 HIGHLAND HOMES (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Qu ali ty	Ac ces s- abi lit y	2.S ize . Si ze. Siz e.S ize	L o c a- ti o n
Income <= 30% of AMI	7,275	4 (income based on % 4 or 5 (impact rating based on #'s)	4	4 3	4	4	4
Income >30% but <=50% of AMI	5,905	5 (income based on %) 3 (impact rating based on #'s)	3	3	3	3	3
Income >50% but <80% of AMI	10,808	3 (income based on %) 4 (impact rating based on #'s)	3	3	3	3	3
Elderly	8,150	5 (income based on %) 5 (impact rating based on #s)	5	5	5	5	5
Families with Disabilities		Data Not Available					
Black/Hispanic	2714		4	4	4	4	4
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000 – 3 CONSOLIDATED PLANS – DELAWARE COUNTY, HAVERFORD AND UPPER DARBY.
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data

- Indicate year:
- ☐ Other housing market study
- Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing - H = HISPANIC			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2720		78
Extremely low income <=30% AMI	2011	74%	
Very low income (>30% but <=50% AMI)	640	24%	
Low income (>50% but <80% AMI)	69	3%	
Families with children	2562	74.61%	
Elderly families	246	7.16%	
Families with Disabilities	488	14.21%	
White	838/29H	31%	
Black	1844/7H	68%	
American Native	2/8H		
Asian/Pacific Islander	7/7H	1%	
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	852	31%	
2 BR	1051	39%	
3 BR	684	25%	
4 BR	123	5%	
5 BR	10		
5+ BR			
Is the waiting list closed (select one)? No			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance - H = HISPANIC <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1998		300
Extremely low income <=30% AMI	1199	60%	
Very low income (>30% but <=50% AMI)	697	35%	
Low income (>50% but <80% AMI)	102	5%	
Families with children	1567	78%	
Elderly families	229	11%	
Families with Disabilities	564	28%	
White	1060/130H	53%/6%	
Black	938/114H	47%/6%	
American Native	9/0	.4%	
Asian/Pacific Islander	16/0	.6%	

Is the waiting list closed (select one)? No

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ X Reduce turnover time for vacated public housing units
- ☒ X Reduce time to renovate public housing units
- ☒ X Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

DCHA WILL CONDUCT A LANDLORD OUTREACH MEETING ON FEBRUARY 22, 2001.

- ☒ X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ X Apply for additional section 8 units should they become available
- ☒ X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ X Pursue housing resources other than public housing or Section 8 tenant-based assistance.

☐ Other: (list below)

Delaware County Housing Development Corporation (DCHDC) is a Pennsylvania non-profit Corporation formed in 1983 by Delaware County Housing Authority (DCHA) to develop, acquire, own, operate and sell housing for low and moderate income families in Delaware County.

DCHDC owns and operates 153 units of rental housing, has developed and sold 8 newly constructed single family homes, and owns and participates in a Supportive Housing Program for mentally handicapped individuals.

DCHDC's largest rental community, Fairground Annex, contains 119 townhouses acquired from the Township of Chester in the mid 1980's. Chester Township continues to hold the mortgage on this property. Approximately 95% of the tenants of this community received tenant based Section 8 assistance.

Two of DCHDC's communities, Noscow Apartments in Marcus Hook Borough, Delaware County and 649 Main Street in Darby Borough, Delaware County, comprising a total of 24 units were acquired and rehabilitated by DCHDC using a tax exempt qualified Bond issued and held by First Union Bank. The original Bond issued in May of 1989 was refinanced in September 1994 to take advantage of lower interest rates.

DCHDC's affordable housing sales program began in May of 1996 with the construction of four single family homes on lots owned by DCHDC in the South Media neighborhood of Nether Providence Township. These homes were sold to low income families in DCHA's Section 8 or Public Housing Program. Below market interest rate mortgages were arranged by DCHDC through Corestates (now First Union Bank) and Jefferson Bank. Four additional single family homes were developed by DCHDC on a private cul-de-sac in the Borough of Media on property donated by a local businessman. These properties were sold to low income first time homebuyers with below market interest rate mortgages from Jefferson Bank.

DCHDC is participating in a limited partner with Pennrose Equities in its Studevan School project. DCHDC will provide resident and management services as required.

DCHDC is continuing to seek opportunities to develop affordable housing. Three potential projects in the coming year include development of affordable housing in Upper Chichester, Trainer and Lower Chichester.

DCHDC has just completed a Supportive Housing Program collaborating with the County of Delaware, Delaware County Housing Authority, the Delaware

County office of Mental Health, and Horizon House (a behavioral health provider). This project involved acquisition and ownership of four separate properties in three municipalities by DCHDC. Rehabilitation, maintenance and management of the property by DCHA and Supportive Services provided by Horizon House. Three of the four properties are now occupied by mental health consumers with a fourth to be occupied by November 30, 1999. Horizon House maintains supportive Service staff at one property to service all four sites. Financing for this project came from a HUD Supportive Housing Program Grant, Delaware County Home Funds, and an Equity contribution from DCHDC.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
 - ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- DCHA WILL INVESTIGATE AND DEVELOP WHERE APPROPRIATE HOMEOWNERSHIP OPPORUTNITIES FOR THE NEAR-ELDERLY AND YOUNG SENIOR CITIZENS SEEKING HOMEOWERSHIP.

☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available

DCHA IS ADMINISTERING AND WILL RESPOND TO NEW NOFA'S FOR THE MAINSTREAM FUNDING AND IS WORKING WITH THE FREEDOM VALLEY DISABILITY ENABLEMENT INCORPORATION TO AID IN THE PROVISION OF SUPPORT SERVICES TO INCLUDE:

ASSISTING IN IDENTIFYING VOUCHER ELIGIBLE APPLICANTS.

ASSISTING POTENTIAL VOUCHER RECIPIENTS IN LOCATING THE APPROPRIATE HOUSING.

IF MODIFICATIONS TO THE RESIDENCE ARE NEEDED, ASSISTING RECIPIENTS IN FUNDING THE APPROPRIATE ASSISTIVE TECHNOLOGY, INSTALLATION (I.E., A RAMP AND THE BUILDER/INSTALLER) AND NECESSARY FUNDING, AND

ASSISTING POTENTIAL RECIPIENTS IN IDENTIFYING AND COORDINATING OTHER APPROPRIATE SUPPORT SERVICES.

DCHA PARTNERS WITH THE DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES TO ADMINISTER A VARIETY OF "SPECIAL NEEDS" PROGRAMS.

CURRENTLY COLLABORATIVE EFFORTS INCLUDE THE SHELTER PLUS CARE PROGRAM AND A TENANT BASED ASSISTANCE PROGRAM FOR HOMELESS DRUG AND ALCOHOL DEPENDENT INDIVIDUAL.

DCHA IS CONTINUING IT'S LONGSTANDING RELATIONSHIPS WITH A VARIETY OF COUNTY AGENCIES REPRESENTING "SPECIAL NEEDS" POPULATIONS INCLUDING THE MENTALLY AND PHYSICALLY HANDICAPPED/DISABLED, PERSONS WITH HIV AND AIDS, THE HOMELESS PERSONS IN DRUG AND ALCOHOL

TREATMENT PROGRAMS AND VICTIMS OF DOMESTIC VIOLENCE. DCHA WILL CONTINUE TO EXPAND HOUSING OPPORTUNITIES FOR THESE GROUPS THROUGH REFERRALS FROM ADVOCATE GROUPS AND TARGETING OF ASSISTANCE GROUPS AND IN EXISTING ASSISTED HOUSING PROGRAMS. CASE MANAGEMENT BY THESE ADVOCATES IS AN INTEGRAL PART OF THESE HOUSING OPPORTUNITIES.

- X Affirmatively market to local non-profit agencies that assist families with disabilities

FREEDOM VALLEY – SEE ABOVE STATEMENT FOR DETAILS.

- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs

DCHA WILL AFFIRMATIVELY MARKET ITS CALCON GARDENS UNITS IN ACCORDANCE WITH IT'S FAIR HOUSING MARKETING PLAN ATTACHED AS ATTACHMENT PA023eee01.

- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

THROUGH PARTICIPATION IN THE REGIONAL OPPORTUNITY COUNSELING PROGRAM, REGULAR SECTION 8 BRIEFINGS AND INDIVIDUAL COUNSELING.

- X Market the section 8 program to owners outside of areas of poverty /minority concentrations

THROUGH PARTICIPATION IN THE REGIONAL OPPORTUNITY COUNSELING PROGRAM AND OWNERS WORKSHOPS. A LANDLORD OUTREACH WORKSHOP IS PLANNED FOR 2-22-01.

☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- X Funding constraints
- ☐ Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- X Results of consultation with local or state government
- X Results of consultation with residents and the Resident Advisory Board
- X Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	2,083,544.00	
b) Public Housing Capital Fund	2,122,889.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	13,276,873.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	185,671.00	
g) Resident Opportunity and Self-Sufficiency Grants	200,000.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 New Construction	644,870.00	Operating Funds
Supportive Housing Program	381,265.00	Assistance for permanent housing for substance abusers.
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 PHDEP	185,671.00	Drug Prevention Programs/Law Enforcement
2000 ROSS	200,000.00	Transportation/Home Health Care/PERS
1999 PHDEP	178,152.00	Drug Prevention Programs/Law Enforcement
1999 ROSS	100,000.00	Transportation/Home Health Care/PERS
1997 EDSS (Family Economic Development)	202,500.00	Transportation/Credit Counseling
3. Public Housing Dwelling Rental Income	1,447,770.00	Operating/Routine expenditures
4. Other income (list below)		
Rooftop Rental	15,000.00	Operating/Routine expenditures
Non-dwelling rent/interest/laundry/proceeds/ Other	17,265.00	Operating/Routine expenditures
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	21,241,470.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- X When families are within a certain time of being offered a unit: (state time)
15 TO 30 DAYS
- X Other: (describe)

WHEN A UNIT BECOMES AVAILABLE.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- X Criminal or Drug-related activity
- X Rental history
- X Housekeeping
- X Other (describe)

CREDIT CHECKS

c. X Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. X Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
☐ Sub-jurisdictional lists
☒ Site-based waiting lists – FOR NEW CALCON GARDENS MIXED FINANCE PROJECT AND FOR PROPOSED HIGHLAND HOMES MIXED FINANCE PROJECT.
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

A. How many site-based waiting lists will the PHA operate in the coming year?
TWO – CALCON GARDENS PA 23-1 AND HIGHLAND HOMES PA 23-2.

2. ☒ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? ONE, PA 23-2

3. ☒ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? ALL

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
☒ Two
☐ Three or More

b. X Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- X Other: (list below)

ATTACHMENT PA023ee01 TRANSFER POLICY

c. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- X Working families and those unable to work because of age or disability

- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- 2 ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 1 ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- 5 ☐ Households that contribute to meeting income goals (broad range of incomes)
- 4 ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- APPLICATION PACKET
- ADMISSION PACKET
- GRIEVANCE PROCEDURES

☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- X At an annual reexamination and lease renewal
- X Any time family composition changes
- X At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. X Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. X Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

CALCON GARDENS
HIGHLAND HOMES

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

- b. X Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. X Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- X Criminal or drug-related activity
- X Other (describe below)

INFORMATION TO OWNERS

In accordance with HUD requirements, the HA will furnish prospective owners with the family's current addresses as shown in the HA's records and, if known to the HA, the name and address of the landlord at the family's current and prior address

The HA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The HA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.

A statement of the HA's policy on release of information to prospective landlords will be included in the briefing packet which is provided to the family (See attachment PA023bbb01.

The HA will provide documented information regarding tenancy history for the past 3 years to prospective landlords upon request from the landlord.

The HA will furnish prospective owners with information about the family's rental history, or any history of drug trafficking. Upon request.

The HA will provide the following information, based on documentation in its possession:

Eviction history
Damage to rental units

there aspects of tenancy history
Drug Trafficking by family members

The information will be provided for the last 3 years.

The information will be provided orally.

DCHA is considering the provision rental counseling utilizing it's component unit Delaware County Homeownership and Credit Counseling, Inc. The counseling would provide life skills, financial, maintenance and community pride training to existing and prospective Section 8 assisted clients on a voluntary group workshop basis.

Clients would be issued a Certification of Completion and a list of graduates could be provided to prospective landlords.

(2) Waiting List Organization

With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☐ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- X PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. X Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The HA will extend the term up to 120 days from the beginning of the initial term if the family needs and requests an extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability. If as a reasonable accommodation, the family needs

an extension in excess of 120 days, the HA will request such approval from the HUD field office.

A family may request an extension of the Certificate/Voucher time period. All requests for extensions must be in writing and received prior to the expiration date of the Certificate/Voucher.

Extensions are permissible at the discretion of the HA up to a maximum of an additional 60 days primarily for these reasons:

Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.

The HA is satisfied that the family has made a reasonable effort to locate a unit including seeking the assistance of the HA, throughout the initial sixty day period. A completed search record is required.

The family was prevented from finding a unit due to a disability accessibility requirements or larger size bedroom unit requirement. The Search Record is part of the required verification.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing

- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☐ Through published notices
- ☒ Other (list below)

THE SECTION 8 ASSISTANCE PROGRAMS IS ADVERTISED TO THE TARGETED POPULATION THROUGH APPROPRIATE SOCIAL SERVICE AGENCIES.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, THE FLAT RENT or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

- A. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

FLAT RENTS:

Woodlyn 23-14	2 Bedroom	\$625.00 less utility allowance
Kinder Park	3 Bedroom	\$725.00
	4 Bedroom	\$900.00

	5 Bedroom	\$1100.00	
Chester Township	1 Bedroom	\$475.00	
23-4	2 Bedroom	\$600.00	
Fairground Homes	3 Bedroom	\$675.00	
Upland Apartments	1 Bedroom	\$500.00	
Central Air	2 Bedroom	\$625.00	
23-3, 8, 9	3 Bedroom	\$700.00	
	4 Bedroom	\$875.00	
23-3	2 Bedroom	\$600.00	
	3 Bedroom	\$675.00	
Darby Township	1 Bedroom	\$500.00	
Apartments	2 Bedroom	\$625.00	
23-1, 6, 7, 11			
23-7	2 Bedroom/Basement	\$650.00	
23-6	3 Bedroom/Basement/Central Air	\$800.00	
23-1 Townhouses	3 Bedroom/Central Air	\$800.00	
Media			
23-12	2 Bedroom	Forrester	\$650.00
	3 Bedroom	Vernon Row Home	\$775.00
	3 Bedroom	444 Vernon Single	\$800.00
	3 Bedroom	457 Washington Single	\$800.00
	4 Bedroom	601 Manchester	\$850.00
	2 Bedroom	306 Wallingford	\$775.00
Wayne	1 Bedroom	\$575.00	
23-2	2 Bedroom	\$625.00	
	3 Bedroom	\$775.00	
	0 Bedroom	\$550.00	

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☒ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☒ For household heads

☒ For other family members

- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- X No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- X Other (list below)

ALL DEVELOPMENTS EXCEPT SECTION 8 NEW CONSTRUCTION PA 26 001-0005 AND UPLAND MIXED POPULATION BUILDING PA 23-8.

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- X 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never

- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
 - ☒ The section 8 rent reasonableness study of comparable housing
 - ☐ Survey of rents listed in local newspaper
 - ☐ Survey of similar unassisted units in the neighborhood
 - ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- ☒ Annually
- ☐ Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- ☐ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50
- b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. **ATTACHMENT PA023ccc01.**
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

– List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	785	10%
Section 8 Vouchers	1500	10%
Section 8 Certificates	1000	15%
Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Family Unification	225	2%
Shelter Plus Care	26	10%
Mainstream	75	2%
Public Housing Drug Elimination Program (PHDEP)	322 units	
Other Federal Programs(list individually)		
Section 8 New Construction Pa26-01-0005	100	10%
Meson Pa 26-003-0034	18	5%
Supportive Housing Program Pa26-005-0001	23	
Supportive Housing Program Pa 01B902001	0	
EDSS – Elderly/Disabled	179 units	
EDSS Family	586 units	

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that

govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

Admission and Continued Participation (S8NC) – Attachment PA023b01
Admission and Occupancy Policy – Attachment PA023c01
Affirmative Action Plan – Attachment PA023d01
By-Laws – Attachment PA023e01
Capitalization Policy – Attachment PA023f01
Disposition of Abandoned Personal Property Policy– Attachment PA023g01
Disposition Policy – Attachment PA023h01
Drug and Alcohol Policy – Attachment PA023i01
Emergency Maintenance Policy – Attachment PA023j01
Grievance Procedure – Attachment PA023k01
Investment Policy – Attachment PA023l01
Loan Policy – Attachment PA023m01
Minority Business Enterprise/Women Business Enterprise – Attachment PA023n01
Pet Policy – Attachment PA023o01
Pet Policy - Elderly/Handicapped – Attachment PA023p01
Personnel Policy – Attachment PA023q01
Procurement Policy – Attachment PA023r01
Reasonable Accommodation Policy – Attachment PA023s01
Record Retention Policy – Attachment PA023t01
Rent Collection Policy – Attachment PA023u01
Resident Initiatives Policy – Attachment PA023lll01
Residential Dwelling Lease – Attachment PA023w01
Retirement Plan – Attachment PA023x01
Section 504 Grievance Procedures – Attachment PA023y01
Section 8 Administrative Plan – Attachment PA023z01
S8 (NC) Residential Dwelling Lease – Attachment PA023aa01
Sexual Harassment Policy – Attachment PA023bb01
Stale Dated Check Disposition Policy – Attachment PA023cc01
Tenant Relief in Paying Excess Utility Charges Policy – Attachment PA023dd01
Transfer Policy – Attachment PA023ee01
Casual Businesswear Policy – Attachment PA023ff01
Maintenance Policy – Attachment PA023gg01
Maintenance Overtime Policy and Procedure – Attachment PA023hh01
Motor Vehicles Safety/Traffic Violation Policy – Attachment PA023ii01
FSS Action Plan – Attachment PA023jj01
Procedure for Property Disposition – Attachment PA023kk01
Procedure for Receiving Visitors – Attachment PA023ll01
Purchase Order Policy – Attachment PA023mm01
Purchasing Policy Audit Program – Attachment PA023nn01
Range and Refrigerators Procedures – Attachment PA023oo01
Smoking Policy – Attachment PA023pp01

Safety Policy Statement – Attachment PA023qq01
Deconcentration Policy – ~~Attachment PA023rr01~~ – See Attachment PA023c01, A & O Policy
Public Housing Homeownership Program – Attachment PA023ss01
Meson Lease – Attachment PA023tt01
Supportive Housing Lease – Attachment PA023uu01
Delaware County Housing Development Corporation Lease – Attachment PA023vv01
Delaware County Housing Authority Countywide Homeownership Program – Attachment PA023ww01
Written Communications – Attachment PA023fff01
Keycard Policy – Attachment PA023ggg01
Economic Opportunity Plan – Attachment PA023hhh01

- A. Public Housing Maintenance and Management: (list below)
See above list
- B. Section 8 Management: (list below)
See above list

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- X The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- X Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

The Delaware County Housing Authority and Pennrose Equities plan to submit a Demolition/Disposition and Mixed Finance Application for the redevelopment of Highland Homes PA 23-2 in the first quarter of calendar 2001.

- X Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

DCHA HAS LAND AVAILABLE THAT MAYBE DEVELOPED AS FUNDS BECOME AVAILABLE. FRONT STREET IN UPLAND BOROUGH AND 306 WALLINGFORD AVENUE, IN NETHER PROVIDENCE TOWNSHIP.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. X Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

X Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: HIGHLAND HOMES
1b. Development (project) number: PA 23-2
2. Activity type: Demolition X Disposition X
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 50
6. Coverage of action (select one) <input type="checkbox"/> Part of the development X Total development
7. Timeline for activity: Demo/Dispo and Mixed Finance application to be submitted first calendar quarter of 2001. a. Actual or projected start date of activity: b. Projected end date of activity: Fall 2002

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes x No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development

☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. X Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

SEE ATTACHEMENT PA023ss01 AND PA023ww01

2. Activity Description

X Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development

B. Section 8 Tenant Based Assistance

1. X Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

1. Program Description:

SEE ATTACHMENT PA023xx01.

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☒ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 21/12/00
SEE ATTACHMENT PA023yy01

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- X Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise)
X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
X Jointly administer programs – AS NECESSARY FUNDS ARE AVAILABLE.
X Partner to administer a HUD Welfare-to-Work voucher program – AS NECESSARY FUNDS ARE AVAILABLE.

- ☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☒ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☒ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- X Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Job Bank and Career Center (CDL training, CNA Training, employment)	200	Upon Request	Delaware Training Center, Various Employees	Both
Literacy Training	30	Upon Request	I.U.	Both
Head Start	75	Upon Request	I.U.	Both
Homeownership and Credit Counseling	100	Wait List Upon Request	Delaware County Homeownership and Credit Counseling, Inc.	Both
Elderly and Persons with Disabilities – Supportive Services	10	Upon Request	Home Nurse Care	Both
Personal Response Systems (PERS)	20	Upon Request	Responsibility	Both
Various Workshops/Activities	200	Upon Request	Various Agencies	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	45	22, 20-11-00
Section 8	131	107, 20-11-00

- b. X Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
 - ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - ☒ Residents fearful for their safety and/or the safety of their children
 - ☒ Observed lower-level crime, vandalism and/or graffiti
 - ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - ☐ Other (describe below)
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
 - ☐ Safety and security survey of residents

- ☒ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

1. Which developments are most affected? (list below)

FAIRGROUND	KINDER PARK
UPLAND	GREENHILL COURT APTS.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

FAIRGROUND	KINDER PARK
UPLAND	GREENHILL COURT APTS.

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

☐ Other activities (list below)

2. Which developments are most affected? (list below)

FAIRGROUND
UPLAND

KINDER PARK
GREENHILL COURT APTS.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

X Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

X Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?

☐ Yes X No: This PHDEP Plan is an Attachment. (Attachment Filename: PA023a01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

SEE ATTACHMENT PA023o01

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)

2. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
MARCH 31, 2000 – Attachment PA023kkk01

3. ☐ Yes X No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. X Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- X Development-based accounting
- X Comprehensive stock assessment
- ☐ Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

DCHA RESIDENT ADVISORY BOARD

Kinder Park	Karen Laury Carolyn Page Fran Stetts
Kinder Park Mid-Rise	Bentley Bridges Peter Carroll
Upland	Karen Peyreferry
Upland "E" Building	Gladys Petrosina Dorothy Howard

Fairground

Tera Swiggett
Kim Lindsay

Calcon Gardens

Virginia McCullough
Gloria Mitchell

Highland Homes

Mary Lou Schell
Tori Robinson

Section 8

Cornelia Evans
Kathryn Masishin

1. X Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
X Attached at Attachment (File name) SEE ATTACHMENT PA023aaa01 , MINUTES.
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
X Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

THE DEATH OF LONGTIME BOARD TREASURER THEODORE G. DUGAN ON SEPTEMBER 13, 2000 CREATED THE FIRST VACANCY ON DCHA'S BOARD SINCE THE RESIDENT MEMBER REQUIREMENT WAS IMPLEMENTED.

ALL DCHA COMMISSIONERS ARE APPOINTED BY THE DELAWARE COUNTY COUNCIL, THE GOVERNING BODY OF DELAWARE COUNTY COMMISSIONERS ARE APPOINTED FOR STAGGERED FIVE YEAR TERMS. THE TERM OF THE CURRENT VACANCY EXPIRES JANUARY 1, 2002.

DCHA HAS PROVIDED A LIST OF ELIGIBLE RESIDENTS TO DELAWARE COUNTY COUNCIL.

1. ☐ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

DELAWARE COUNTY, HAVERFORD TOWNSHIP, AND UPPER DARBY TOWNSHIP.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

1. Income targeting requirements of QWRHA and this plan are consistent with the needs expressed in the Consolidate Plan.
2. Special Needs populations are targeted for support by each plan.
3. Participation in the ROC is supported.
4. DCHA is able to access the County Housing Development Fund for funds for acquisition/new construction opportunities.
5. Cooperation and communication regarding affordable housing opportunities.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

**PHA Plan
Table Library**

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	10,000.00
4	1410 Administration	87,500.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	155,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	15,000.00
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	60,000.00
18	1498 Mod Used for Development	1,795,389.00
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	2,122,889.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance (Handicapped for PA 23-2 Highland Homes	106,000.00
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA WIDE	Resident Training	1408	10,000.00
PHA – WIDE	Salaries/Benefits/Manager/Secretary	1410	87,500.00
PHA – WIDE	A/E Consultants/Survey	1430	120,000.00
PHA – WIDE	Legal Fees	1430	35,000.00
PHA – WIDE	Asphalt, Drainage, Trees, landscaping,	1450	15,000.00
	concrete		
PA 23-2	Highland Homes Mixed Finance	1498	1,795,389.00
PA 23-2	Relocation	1495.1	60,000.00

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA - WIDE	9-30-03	9-30-04
PA 23-2, Highland Homes	9-30-03	9-30-04
Mixed Finance		

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA WIDE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Salaries, Benefits, Director/Secretary		91,125.00	2002
Resident Training		10,000.00	2002
2 day seminar for bookkeeping \$3,000			
Various seminars and conferences \$4,000			
Staff Training		20,000.00	2002
4 - 2 day seminars \$4,000 each			
Homeownership counseling training \$2,000			
Resident Transportation		10,000.00	2002
Total estimated cost over next 5 years		\$131,125.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA Wide	N/A	N/A
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Survey, Legal Feeds		45,000.00	2002
A/E Fees		25,000.00	2002
Trees/Landscaping		5,000.00	2002
Concrete (sidewalks and curbs)		8,000.00	2002
Asphalt Roadway/Drive way		8,000.00	2002
Lead base paint		25,000.00	2002
Total estimated cost over 5 years		\$116,000.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 23-2	Highland Homes		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Mixed Finance		1,804,611.00	2002
Total estimated cost over next 5 years		\$1,804,611.00	
Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
PA 23-8	Upland Terrace Homes		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Door Replacement		71,153.00	2002
Total estimated cost over next 5 years		\$71,153.00	

Optional 5 Year Action Plan Tables			
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Development Number	Development Name	Number Vacant Units	% Vacancies in Development
	PHA Wide		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Salaries, Benefits, Director/Secretary	96,000.00	2003
Computer Upgrade	35,000.00	2003
Resident Training	10,000.00	2003
2 day seminar for bookkeeping \$3,000 each		
Various seminars/conference \$4,000		
Staff Training	20,000.00	2003
4 –2 day seminar \$4,000 each		
Homeownership Counseling/Training \$4,000		
Resident Transportation	10,000.00	2003
Total estimated cost over next 5 years	\$171,000.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name	Number Vacant Units	% Vacancies in Development
	PHA Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
A/E Fees		50,000.00	2003
Survey and Legal Fees		47,000.00	2003
Tree/Landscaping		5,000.00	2003
Concrete sidewalks and curbs		8,000.00	2003
Asphalt, Roadway and driveways		8,000.00	2003
Total estimated cost over next 5 years		\$118,000.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-8	Upland "E" Building		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Door Replacement		8,847.00	2003
Total estimated cost over next 5 years		\$8,847.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-12	South Media		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Rehab/Replace 306 Wallingford		150,000.00	2003
Rehab/Replace Forrest Avenue		180,000.00	2003
Total estimated cost over next 5 years		\$330,000.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-8	Upland Terrace Homes		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Drainage Problem		100,000.00	2003
Total estimated cost over next 5 years		\$100,000.00	

Optional 5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-8	Upland Terrace Homes		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Lighting Arrestors	40,000.00	2003
Link Roof	100,000.00	2003
Total estimated cost over next 5 years	\$140,000.00	

Optional 5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-3	Upland Terrace Homes 20 Homes		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Relocation - Lump Sum	60,000.00	2003
Bonds - Lump Sum	36,000.00	2003
General Conditions – Lump Sum	60,000.00	2003
Demolition - 20 units	40,000.00	2003
New Roofing, Sheating - 20 units	140,000.00	2003
Windows - 150 units	52,000.00	2003
Rough carpentry - 20 units	22,000.00	2003
Caulking – 20 units	6,200.00	2003
Drywall - 20 units	72,000.00	2003
Exterior Siding – 20 units	70,000.00	2003
Finish Carpentry – 20 units	24,000.00	2003
Finish Hardware – 20 units	13,000.00	2003
Doors – 40 units	52,000.00	2003
Flooring – 20 units	52,000.00	2003
Painting – 20 units	46,000.00	2003
Plumbing – 20 units	104,000.00	2003
Site Water Service – Lump Sum	50,000.00	2003
Heating/AC – 20 units	170,000.00	2003
Electrical – 20 units	90,000.00	2003
Fire Protection – 20 units	5,000.00	2003

Driveway and Parking – 20 units	20,000.00	2003
Ranges – 20 units	11,000.00	2003
Refrigerators – 20 units	13,000.00	2003
Cabinets – 20 units	46,842.00	
Total estimated cost over next 5 years	\$1,255,042.00	

Optional 5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
	PHA WIDE		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Salaries and Benefits – Lump Sum	102,000.00	2004
Computer Upgrade – Lump Sum	35,000.00	2004
Resident Training	10,000.00	2004
2 day seminar for bookkeeping		
Various seminars and conferences		
Staff Training	20,000.00	2004
4 – 2 day seminars \$4, 000 each		
Homeownership counseling training \$2,000		
Resident Transportation	10,000.00	2004
Total estimated cost over next 5 years	\$177,000.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
	PHA Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
A/E Fees – Lump Sum		100,000.00	2004
Survey and legal fees – Lump Sum		50,000.00	2004
Trees/landscaping – Lump Sum		10,000.00	2004
Concrete sidewalk and curbs – Lump Sum		10,000.00	2004
Asphalt and driveways – Lump Sum		10,000.00	2004
Total estimated cost over next 5 years		\$180,000.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-3	Upland Terrace Homes 20 units		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Cabinets – 20 units		19,158.00	2004
Laundry Connections – 20 units		7,000.00	2004
Punch lists – Lump Sum		5,000.00	2004
Landscaping and plants – Lump Sum		12,000.00	2004
Total estimated cost over next 5 years		\$43,158.00	

Optional 5 Year Action Plan Tables

Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-8	Upland Terrace - 21 apts. 18 Homes		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Relocation – Lump Sum	50,000.00	2004
Bonds – Lump Sum	60,000.00	2004
Demolition – Lump Sum	76,500.00	2004
New roofing and sheating – 39 units	126,000.00	2004
Windows – 235 units	78,300.00	2004
Rough carpentry – 39 units	42,900.00	2004
Caulking – 39 units	12,090.00	2004
Drywall – 39 units	120,900.00	2004
Exterior siding – 39 units	99,800.00	2004
Finish carpentry – 39 units	46,800.00	2004
Finish hardware – 39 units	25,350.00	2004
Doors – 39 units	88,800.00	2004
Flooring – 39 units	88,800.00	2004
Total estimated cost over next 5 years	\$916,240.00	

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Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide	Number Vacant Units	% Vacancies in Development
PA 23-8	Upland Terrace 18 Homes 21 apts.		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Painting – 39 units		88,800.00	2004
Plumbing – 39 units		89,700.00	2004
Site Plumbing - 39 units		55,000.00	2004
Heating/AC – 39 units		178,000.00	2004
Electrical – 39 units		144,000.00	2004
Fire Protection – 39 units		9,250.00	2004
Driveways/parking – 39 units		28,000.00	2004
Ranges – 39 units		21,450.00	2004
Refrigerators – 39 units		25,350.00	2004
Cabinets – 39 units		128,700.00	2004
Laundry connections – 39 units		11,300.00	2004
Punch lists – Lump Sum		5,000.00	2004
Landscaping – Lump Sum		21,941.00	2004
Total estimated cost over next 5 years		\$806,401.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
	PHA WIDE		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Salaries and benefits		108,000.00	2005
Computer Upgrade		25,000.00	2005
Resident Training		10,000.00	2005
2 day seminars \$4,000 each			
various seminars and conferences			
Staff seminars		20,000.00	2005
4 – 2 day seminars \$4, 000 each			
Homeownership counseling training			
Resident Training		10,000.00	2005
Total estimated cost over next 5 years		\$173,000.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
	PHA Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
A/E Fees		100,000.00	2005
Survey and Legal Fees		50,000.00	2005
Trees/landscaping		8,000.00	2005
Concrete sidewalk and curbs		10,000.00	2005
Asphalt/driveways		10,000.00	2005
Total estimated cost over next 5 years		\$178,000.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-8	Upland Terrace 18 homes 21 apts.		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscaping – Lump Sum		1,459.00	2005
Total estimated cost over next 5 years		\$1,459.00	

Optional 5 Year Action Plan Tables			
Development Number	Development Name (or indicate PHA Wide)	Number Vacant Units	% Vacancies in Development
PA 23-9	Upland Terrace - 64 Homes		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Relocation – Lump Sum		100,000.00	2005
Bonds – Lump Sum		120,000.00	2005
General Conditions – Lump Sum		160,000.00	2005
Demolition – Lump Sum		166,400.00	2005
New roofing/sheating – 64 units		480,000.00	2005
Windows – 320 units		166,400.00	2005
Rough Carpentry – 64 units		70,400.00	2005
Caulking – 64 units		20,480.00	2005
Drywall – 64 units		243,200.00	2005
Exterior siding – 64 units		230,400.00	2005
Finish carpentry – 64 units		13,150.00	2005
Total estimated cost over next 5 years		\$1,770,430.00	

